

REQUEST FOR PROPOSALS
TO DEVELOP VIDEO DOCUMENTARY ON THE WAILUA AHUPUA'A
ON THE ISLAND OF KAUA'I
DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION
PROJECT NO. NH-056-1(50)-M3C

In accordance with §103D-303, Hawaii Revised Statutes (HRS), the State of Hawaii, Department of Transportation (HDOT), Highways Division is soliciting proposals to develop a video documentary on the Wailua Ahupua'a on the island of Kaua'i. The purpose of the video documentary is to communicate the native Hawaiian historical and cultural significance of the Wailua Ahupua'a for educational outreach.

Qualified persons, firms or entities interested in being considered for providing the services described in this notice may obtain the Request for Proposal (RFP) package on compact disk (CD) at:

Department of Transportation
Contracts Office
869 Punchbowl Street, Room 105
Honolulu, HI 96813

Any questions concerning the RFP must be submitted in writing (e-mail and faxes are acceptable) and received no later than the due date specified in the proposal. Answers to written questions received by the deadline will be responded to by date specified in the proposal.

Submittals:

1. Six (6) hard copies, one (1) electronic copy of proposal burned on CD or DVD, and sample past project documentaries in DVD format, must be received by 4:00 p.m., **October 14, 2015**, at the following address:

Department of Transportation
Contracts Office
869 Punchbowl Street, Room 105
Honolulu, HI 96813

2. Proof of Insurance for:
 - a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
 - b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
 - c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

Please send an email to ken.tatsuguchi@hawaii.gov to confirm that your firm is interested in submitting a proposal. This email confirmation will only be used to contact interested firms in the event changes are made, and is not required for, or part of, the evaluation process.

Any person, firms, or entity (Proposer) that submits a proposal must, at the time of contract award, provide the State of Hawaii (State) with the following:

1. A tax clearance certificate from the State Director of Taxation and the Internal Revenue Service to the effect that all delinquent taxes, interest, and penalties levied or accrued against said person, firm, or entity have been paid, and/or any other evidence acceptable to the contracting officer to demonstrate that the proposer is not in default on any obligations due to the State, any of its political subdivisions, and the Internal Revenue Service.
2. A compliance certificate from the State Department of Labor and Industrial Relations.
3. A copy of its certificate of good standing from the State Department of Commerce and Consumer Affairs.

Alternatively, Proposer may collectively apply for the certificates described as Items 1,2, and 3 above through the Hawaii Compliance Express (HCE). The HCE allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance". The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of HRS §103D-310(c), shall be accepted for both contracting purposes and final payment. Vendors that elect to use the HCE services will be required to pay an annual fee of \$12.00. Proposers should register with HCE as soon as possible and prior to submitting an offer.

The HDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation [Title 49, Code of Federal Regulations (CFR) Part 21] issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, sex, or national origin.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

The Director of Transportation reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the State.

If you have any questions, please contact Ken Tatsuguchi at (808) 587-1830, Planning Branch, Highways Division, or email him at ken.tatsuguchi@hawaii.gov.



FORD N. FUCHIGAMI
Director of Transportation

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